

In an effort to reduce incoming mail volumes, improve efficiency, and eliminate unnecessary researching, please review the attached mail to determine:

- If the contents are personal rather than official in nature and should be sent to the addressee's home;
- If the address is complete and correct and contains a mail stop; and/or
- If the address can be deleted from a mailing list.

Below is a card to have your name or address changed if incorrect or to be removed from mailing list. Please follow the instructions on the left hand side of the card, **cut along dashed line, address the card to the sender**, and then drop the card in your outgoing mail.

(Cut along this line)

Notification of Change of Address/Deletion from Mailing List	Type of Action	<input type="checkbox"/> Change of Address <input type="checkbox"/> Name Change <input type="checkbox"/> Remove my name from your mailing list for (Title) _____
INSTRUCTIONS	O L D A D D R E S S	PRINT OR TYPE: (Name and Title)
		ORGANIZATION
		BUILDING
		CITY, STATE, ZIP
INSTRUCTIONS	N E W A D D R E S S</br>	NAME AND TITLE
		ORGANIZATION
		BUILDING ADDRESS (Including Mail Stop)
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